

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

OC-AMD Staff Notes

F [REDACTED]

EXTENSION

NO.

DATE

17 October 1984

TO: (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**

RECEIVED

FORWARDED

1.

D/CO

18 OCT 1984

18 OCT 1984

2.

ADD/CO

18 OCT 1984

18 OCT 1984

3.

OC-MLS

18 OCT 1984

19 OCT 1984

4.

OC-EXA

18 OCT 1984

18 OCT 1984

5.

OC/OL/IMC

Archiving

6.

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13.

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OC 10645-84

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 9-12 October 1984

1. During the week, Panel N experienced a loss of 3 technicians with no gains. Panel N is 30 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 13 technicians under strength. Panel MCD experienced a gain of 1 and a loss of 1 employee. The Panel remains at 81 employees over authorized ceiling. There are 114 EOD students in training, while 14 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 62 personnel under strength.

2. The Office of Finance has advised AMD that component Time and Attendance (T&A) clerks will be responsible for collecting jury service fees in the future. These are fees paid to employees who serve on juries, and under federal law they must be turned over to the government if they were not for subsistence or travel expenses. This is because federal employees receive court leave if they serve on a jury. An Office Notice will be published shortly to cover this new procedure, but in the meantime, any T&A clerk with questions should contact Personnel Administration Branch, [] for assistance.

3. On Tuesday, 9 October, Mr. John McMahon, DDCI, presented a Meritorious Unit Citation to the Metropolitan Facilities Group, OC-DND. [], Chief, OC-DND/MFG, accepted the award on behalf of the Group.

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes 9-12 October 1984

4. AMD representatives attended the NCOA Military Job Fair in Honolulu, Hawaii on 5 October. Response was far below that anticipated and we believe this was primarily due to a lack of funds for year-end advertising that would have permitted placing TCS and ET ads in local newspapers. This opinion is based on the comments of those applicants who were seen and who expressed surprise that the Agency was recruiting.

25X1

5. While attending the Amateur Radio Relay League convention in Boxboro, Mass. on 29-30 September, [redacted] was persuaded by the President of Advanced Electronic Applications, Inc., to assess his company's new "Morse Trainer." This new training concept is called "Doctor DX" and consists of a plug-in cartridge for use with a Commodore C-64 personal computer to not only teach morse code but make it interesting in the process. It appears to have potential as a TCS training aid and literature on this system was obtained for the Communications School's (CS) review. As a result, CS has decided to purchase three complete units for testing with one unit being obtained for AMD's use in applicant testing of morse code and typing abilities.

25X1

6. CS has sent 216 training survey questionnaires to randomly selected Panels N and D supervisory personnel. The questionnaire was prepared to solicit information on how the supervisor views the preparedness of newly-graduated CS operators and students. Upon the return of the questionnaires to CS, a summary report will be prepared and distributed to all OC.